

IHEEP 2018

VENDOR INFORMATION

Thank you for sponsoring this year's IHEEP Conference!

Hotel Information

IHEEP 2018 will take place at the Lincoln Marriott Cornhusker Hotel.

The Lincoln Marriott Cornhusker Hotel
333 South 13th Street
Lincoln, NE 68508
(402) 474-7474

Shipping Information

Shipments are accepted within one week prior to the conference (Sept. 17-22).

Please do not schedule Sunday deliveries, as the hotel does not staff their Shipping/Receiving department that day. Staff are on site from 6:30 a.m. until 4:30 p.m. on weekdays, and from 7 a.m. until 12 p.m. on Saturdays.

If you have multiple items coming in, please number them (1 of 5, 2 of 5, etc.), to ensure all items are received. The hotel does not have a loading dock, so delivery trucks need to have either a lift gate or a ramp.

Set Up Information

Set up will begin at 1:00 p.m. on Sunday, Sept. 23. Please be completely set up by 5:00 p.m. to ensure your booth and staff are prepared for the Vendor Reception at 6:00 p.m.

You will be provided with an 8x10-foot-wide booth space with an 8-foot table, pipe/drape, wifi, carpeted floor, and two chairs. Please contact us if you need any additional accommodations.

Tear Down Information

Vendors have the option to tear-down after lunch on Wednesday, Sept. 26 or before lunch on Thursday, Sept. 27. Please alert the IHEEP registration desk when booth items are ready for shipping to eliminate delays and conference interruptions.

Vendor Hall Hours

Sunday: 1:00-5:00 p.m. (set up)
Sunday: 6:00 - 8:30 p.m. (vendor reception)
Monday: 7:00 a.m. - 5:00 p.m.
Tuesday: 7:00 a.m. - 5:00 p.m.
Wednesday: 7:00 a.m. - 1:00 p.m.

Additional Questions? Contact Melissa at mtownsend3@unl.edu.